



MISHAP RECORDKEEPING SEMINAR (A-493-0079)



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MISHAP RECORDKEEPING SEMINAR (A-493-0079)

OBJECTIVE

BECOME FAMILIAR WITH CURRENT MISHAP
REPORTING SYSTEMS AND REPORTING
FORMATS



MISHAP RECORDKEEPING SEMINAR (A-493-0079)

WHY DO MISHAP INVESTIGATIONS?

- ✓ DETERMINE HOW MISHAP OCCURRED
- ✓ DETERMINE WHY MISHAP
OCCURRED
- ✓ PREVENT RECURRENCE





MISHAP RECORDKEEPING SEMINAR (A-493-0079)

ACCURATE RECORDS ARE NEEDED TO:



- ✓ ESTABLISH TRENDS
- ✓ CONDUCT ANALYSIS
- ✓ ASSESS THE EFFECTIVENESS OF YOUR PROGRAMS
- ✓ MEET FEDERAL REQUIREMENTS



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REPORTING INSTRUCTIONS

- ✓ OPNAVINST 5100.23F CHAPTER 14
- ✓ OPNAVINST 5102.1C
- ✓ OPNAVINST 5100.19D (CHANGE 1)



MISHAP RECORDKEEPING SEMINAR (A-493-0079)

WHAT IS A MISHAP





MISHAP RECORDKEEPING SEMINAR (A-493-0079)

WHAT IS A MISHAP?

UNPLANNED OR UNEXPECTED EVENT
CAUSING PERSONNEL INJURY,
OCCUPATIONAL ILLNESS, DEATH,
MATERIAL LOSS OR DAMAGE, OR AN
EXPLOSION OF ANY KIND WHETHER
DAMAGE OCCURS OR NOT.



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MISHAP SEVERITY CLASSIFICATIONS

CLASS A- 1 MILLION DOLLARS MATERIAL PROPERTY
DAMAGE, FATALITY OR PERMANENT TOTAL DISABILITY

CLASS B – 2K MATERIAL PROPERTY DAMAGE, PERMANENT
PARTIAL DISABILITY, 3 PERSONS INPATIENT HOSPITALIZED

CLASS C – 10K OR MORE BUT LESS THAN 2K MATERIAL
PROPERTY DAMAGE ; LOST TIME INJURY/ILLNESS

CLASS D – LESS THAN 10K MATERIAL PROPERTY DAMAGE
AND NO LOST TIME OR FIRST AID CASES.



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NAVY OPERATIONAL MISHAP

OFFICIAL, AUTHORIZED ACTIVITIES
CONDUCTED BY NAVY-OWNED AND
MAINTAINED FACILITIES

AIRCRAFT

SURFACE SHIPS

SUBMARINES

GMV

SHORE ESTABLISHMENTS



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NAVY NON-OPERATIONAL MISHAP

WHILE USING NAVY-OWNED AND MAINTAINED
SERVICE FACILITIES

ATHLETIC FIELD

RETAIL STORE

CHILD CARE CENTER

POOL

CLUB

HOUSING



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OCCUPATIONAL INJURY

WOUND OR OTHER BODY CONDITION CAUSED BY
EXTERNAL FORCE, INCLUDING STRESS OR STRAIN

IDENTIFIABLE AS TO TIME AND PLACE OF OCCURRENCE

CAUSED BY SPECIFIC EVENT OR INCIDENT OR SERIES OF
EVENTS OR INCIDENTS WITHIN A SINGLE DAY OR WORK
SHIFT

MUST ARISE OUT OF OR IN THE COURSE OF
EMPLOYMENT



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OCCUPATIONAL ILLNESS

- ✓ **PHYSIOLOGICAL HARM OR LOSS OF CAPACITY**
 - CONTINUED OR REPEATED STRESS OR STRAIN
 - EXPOSURE TO TOXINS, POISONS, FUMES, ETC.
 - OTHER CONTINUED OR REPEATED EXPOSURES TO
CONDITIONS OF WORK ENVIRONMENT OVER A PERIOD OF
TIME



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OCCUPATIONAL INJURY OR ILLNESS CATEGORIES

- ✓ FATALITY
- ✓ PERMANENT TOTAL DISABILITY
- ✓ PERMANENT PARTIAL DISABILITY
- ✓ LOST TIME CASE
- ✓ LOST WORKDAY CASE
- ✓ NO LOST TIME CASE
- ✓ FIRST AID CASE



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FATALITY

DEATH FROM A MISHAP OR THE
COMPLICATIONS ARISING FROM A
MISHAP REGARDLESS OF THE LENGTH
OF TIME BETWEEN THE MISHAP AND
SUBSEQUENT DEATH



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PERMANENT TOTAL DISABILITY

- ✓ OPINION OF COMPETENT MEDICAL AUTHORITY
- ✓ PERMANENTLY AND TOTALLY INCAPACITATED TO THE EXTENT THAT THEY CANNOT FOLLOW GAINFUL EMPLOYMENT
- ✓ LOSS OR LOSS OF USE OF BOTH HANDS, BOTH FEET, BOTH EYES OR A COMBINATION OF ANY OF THESE BODY PARTS





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PERMANENT PARTIAL DISABILITY

- ✓ **OPINION OF COMPETENT MEDICAL AUTHORITY**
- ✓ **LOSS OR IMPAIRMENT OF ANY PART OF THE BODY**
- ✓ **EXCEPTIONS**
 - **TEETH**
 - **FINGERNAILS OR TOENAILS**
 - **FINGERTIP OR TIP OF TOE (EXCEPT THUMB OR GREAT TOE)**
 - **INGUINAL HERNIA (IF REPAIRED)**
 - **DISFIGUREMENT**
 - **SPRAINS OR STRAINS WHICH DO NOT CAUSE PERMANENT LIMITATION OF MOTION**



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LOST TIME CASE

- ✓ **NON-FATAL TRAUMATIC INJURY THAT CAUSES ANY LOSS OF TIME FROM WORK BEYOND THE DAY OR SHIFT IT OCCURRED**
 - MUST BE MEDICALLY JUSTIFIED
 - COP, SICK LEAVE, ANNUAL LEAVE, LWOP



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LOST TIME CASE (CONTINUED)

- ✓ **NON-FATAL, NON-TRAUMATIC ILLNESS OR DISEASE THAT CAUSES DISABILITY AT ANY TIME**
- ✓ **DISABILITY IS DEFINED AS THE INCAPACITY , BECAUSE OF INJURY IN EMPLOYMENT, TO EARN THE WAGE WHICH THE EMPLOYEE WAS RECEIVING AT THE TIME OF ILLNESS**



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LOST WORKDAY CASE

- ✓ **ANY IMPAIRMENT RESULTING FROM AN ACCIDENT OR OCCUPATIONAL ILLNESS/DISEASE WHICH PREVENTS:**
 - MILITARY FROM PERFORMING SCHEDULED WORK OR DUTY FOR A PERIOD OF 24 HOURS OR MORE AFTER 2400 ON THE DAY OF INJURY OR ONSET OF ILLNESS



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LOST WORKDAY CASE (CONTINUED)

- ✓ **ANY IMPAIRMENT RESULTING FROM AN ACCIDENT OR OCCUPATIONAL ILLNESS/DISEASE WHICH PREVENTS:**
 - A CIVILIAN FROM PERFORMING WORK FOR A FULL SHIFT ON ANY DAY SUBSEQUENT TO THE DAY OF INJURY OR ONSET OF ILLNESS
- ✓ **LOST TIME MUST BE MEDICALLY JUSTIFIED**



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NO LOST TIME CASE

- ✓ DOES NOT MEET DEFINITION OF LOST TIME CASE OR FIRST AID CASE
- ✓ MEDICAL EXPENSE IS INCURRED BUT NO LOST TIME IS INCURRED

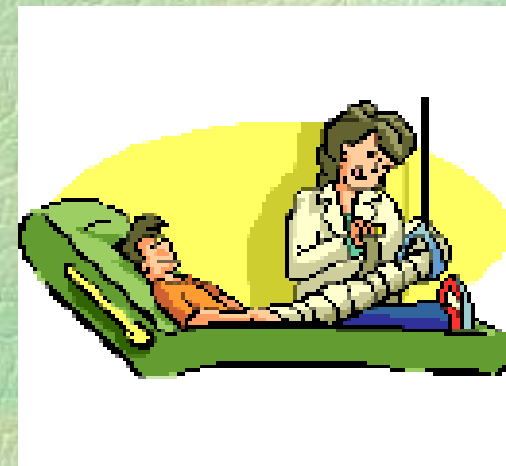


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FIRST AID CASE

✓ REQUIRES ONE OR MORE VISITS TO
MEDICAL FACILITY DURING ON-DUTY
HOURS OR TWO OR MORE VISITS
DURING NON-DUTY HOURS

- BEYOND DATE OF INJURY
- NO CHARGE TO LEAVE OR COP
- NO MEDICAL EXPENSE





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MILITARY PERSONNEL



- ✓ ALL ACTIVE DUTY (USN/USNR)
- ✓ NAVAL RESERVE PERSONNEL IN A DRILL STATUS
- ✓ NAVAL ACADEMY MIDSHIPMEN
- ✓ NROTC AND OCS PERSONNEL WHEN ENGAGED IN DIRECT TRAINING ACTIVITIES
- ✓ OTHER DOD AND FOREIGN NATIONAL MILITARY PERSONNEL ASSIGNED TO THE NAVY OR EMBARKED IN NAVY OR MSC VESSELS, SERVICE CRAFT OR SMALL BOATS



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CIVILIAN PERSONNEL

- ✓ APPROPRIATED FUND
- ✓ NON-APPROPRIATED FUND
- ✓ FOREIGN NATIONALS
 - DIRECT OR IN-DIRECT HIRE STATUS
 - NAVY HAS SUPERVISORY CONTROL





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ON-DUTY PERSONNEL

- ✓ **PHYSICALLY PRESENT AT ANY LOCATION WHERE THEY ARE TO PERFORM WORK**
 - INCLUDES LUNCH, COFFEE & REST BREAKS
 - PARKING LOT
- ✓ **BEING TRANSPORTED BY DOD OR COMMAND CONVEYANCE TO PERFORM OFFICIALLY ASSIGNED WORK**
 - REIMBURSABLE OR NON-REIMBURSABLE TRAVEL IN PMV FOR PERFORMING DUTY
 - NOT ROUTINE TRAVEL TO AND FROM WORK



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OFF-DUTY PERSONNEL



✓ **NOT ON-DUTY**

✓ **DEPARTED DUTY STATION AT END OF
NORMAL WORK SCHEDULE**

✓ **ON LEAVE OR LIBERTY**





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RECORABLE MISHAPS

**MISHAPS SHOULD BE ENTERED ON THE
APPROPRIATE LOG OF INJURIES AND
ILLNESSES**

CIVILIANS

MILITARY ON-DUTY

MILITARY OFF DUTY



VS

RECORDABLE



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REPORTABLE MISHAP

✓ REQUIRES SUBMISSION OF INDIVIDUAL MISHAP REPORT

- MEETS REQUIREMENT OF PARA 1408
- FIRES - OPNAVINST 11320.25E
- NEAR MISSES OR HAZARDOUS CONDITIONS (SAFETY GRAM)



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REPORTING PROCEDURES

- ✓ **INVESTIGATE AND REPORT ALL REPORTABLE CASES**
- ✓ **REMOTE CASES - NEAREST ACTIVITY WILL NOTIFY PARENT COMMAND. FOR INJURIES, JOINTLY DETERMINE WHO WILL INVESTIGATE**
- ✓ **FINAL RESPONSIBILITY FOR REPORTING RESTS WITH PARENT COMMAND**



MISHAP RECORDKEEPING SEMINAR (A-493-0079)

REPORTS

- ✓ **SHORE SAFETY INVESTIGATION REPORT (SSIR)**
 - CLASS A AND SELECTED CLASS B
 - HEADQUARTERS INVESTIGATION
- ✓ **MOTOR VEHICLE MISHAP REPORT**
 - MESSAGE FORMAT
 - APPENDIX C OF OPNAVINST 5102.1C
- ✓ **OFF-DUTY MISHAP REPORT**
 - MESSAGE FORMAT
 - APPENDIX A OF OPNAVINST 5102.1C



MISHAP RECORDKEEPING SEMINAR (A-493-0079)

REPORTS (CONTINUED)

- ✓ **MOTOR VEHICLE MISHAP REPORT**
 - MESSAGE FORMAT
 - APPENDIX C OF OPNAVINST 5102.1C

- ✓ **OFF-DUTY MISHAP REPORT**
 - MESSAGE FORMAT
 - APPENDIX A OF OPNAVINST 5102.1C



MISHAP RECORDKEEPING SEMINAR (A-493-0079)

PRIORITY REPORTS

- ✓ VIA TELEPHONE TO NAVSAFECEN WITHIN 8 HOURS
 - (757) 444-3520 DSN 564-3520
 - CLASS A, ANY FATALITY UP TO 6 MONTHS AFTER MISHAP, OR THREE OR MORE INPATIENT HOSPITALIZED
- ✓ PRIORITY MESSAGE TO CNO (N45), COMNAVSAFECEN AND CHAIN OF COMMAND WITHIN 48 HOURS - USE APPENDIX 14D



MISHAP RECORDKEEPING SEMINAR (A-493-0079)

RECORDING INJURIES AND ILLNESSES

- ✓ LONGSHOREMAN AND HARBOR WORKERS' COMPENSATION ACT CLAIMS SHALL ALSO BE LOGGED
- ✓ LOG CONTROVERTED CLAIMS AND TREAT AS WORK-RELATED UNTIL ADJUDICATION OF CLAIM
- ✓ ONLY RECORD CASES INVOLVING PERSONNEL ON THE EMPLOYMENT ROLLS FOR CURRENT FISCAL YEAR



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RECORDING INJURIES AND ILLNESSES

- ✓ NO MEDICAL TREATMENT OR MEDICAL TREATMENT ONLY ON DATE OF INJURY SHOULD NOT BE LOGGED UNLESS A COMP FORM IS RECEIVED
- ✓ COMP FORM FILED MERELY TO DOCUMENT AN INCIDENT OR EXPOSURE (AND RETAINED AT THE ACTIVITY) IS LOGGED AS NLT



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SEMI-ANNUAL REPORTS

NO LONGER A REQUIREMENT TO
SUBMIT REPORTS ON APRIL 15TH
AND OCTOBER 30TH DUE TO
IMPLEMENTATION OF WESS 1



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RECORD DISPOSAL

- ✓ RETAIN RECORDS FOR 5 YEARS
- ✓ DESTROY GENERAL CORRESPONDENCE
AND RECORDS AFTER 2 YEARS



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Safety System

WESS



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Reporting Options	Reference Materials
<ul style="list-style-type: none">Injury/Occupational Illness Entry FormModify Existing Injury/Illness ReportDelete/Claim Denied Injury/Illness ReportInjury/Occupational Illness Report MenuCreate A Text File To Save To Your Hard DriveQA	<ul style="list-style-type: none">Frequently Asked QuestionsGlossaryPCN ListPPE ListBLS ManualData Dictionary (database schema)

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